



Indiana Foreclosure Prevention Network

Foreclosure Prevention Technical Assistance
Request for Proposals

Date of Publication: Friday, January 22, 2010

Response Due Date: Friday, February 5, 2010 by 3:00 EST

Comments, Questions, Concerns: ifpn@ihcda.in.gov

Summary and Background

Purpose of Request for Proposals.

Indiana Housing and Community Development Authority (“IHCDA”) requests proposals from organizations to provide technical assistance and other related services for Network Agencies (as defined below) that are a part of the Indiana Foreclosure Prevention Network (“IFPN”).

About the Indiana Housing and Community Development Authority.

Mission Statement

IHCDA’s mission is for every Hoosier to have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. IHCDA believes that growing Indiana’s economy starts at home.

Overview

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA’s programs are successful in large part because of the growing network of partnerships we have established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers. For more information, please visit: <http://www.in.gov/ihcda/>.

Summary of Indiana Foreclosure Prevention Network and 1-877-GET-HOPE

In 2007, Indiana began addressing the problem of foreclosure with the launch of a major statewide initiative to assist Hoosiers in danger of losing their homes. The IFPN was developed by a coalition of community organizations, housing-related agencies, government agencies, lenders and banks.

Through this partnership of the public, private and nonprofit sectors, a toll-free helpline, 1-877-GET-HOPE was established (the “Helpline”). The Helpline is available seven (7) days a week, from 8 a.m. to 8 p.m. For a homeowner who may be at risk of foreclosure, the Helpline provides access to free and confidential financial consulting with no obligation or commitment. When a homeowner calls, Helpline operators listen to the homeowner’s issues, and then refer the homeowner to a certified foreclosure intervention specialist or other appropriate service provider.

The certified foreclosure intervention specialists all work for “Network Agencies,” which are Indiana-based counseling agencies which have elected to provide counseling services to Hoosiers seeking help through the IFPN. These Network Agencies focus on combating the social issues like foreclosure in the local communities which they call home by providing a variety of services, including budgeting and debt avoidance counseling. The IFPN relies on strong Network Agencies to succeed.

For more information, please visit: www.877gethope.org.

Scope of Work

Overview of Services and Responsibilities.

Contractor shall provide new Network Agency set-up and technical assistance and will provide additional technical assistance to all IFPN Partners, (which include IHCD, the Helpline administrator, and existing Network Agencies), as needed.

Specific Services and Responsibilities.

Contractor's services to be delivered under the contract awarded under this Request for Proposals ("RFP") shall include:

- Set up initial meetings with IFPN Partners in February 2010 to:
 - o Address problems with IFPN program delivery and claims filing
 - o Establish a consensus on information required by IHCD to pay Network Agencies
 - o Streamline a reporting system for Network Agencies
 - o Establish clear lines of communication and protocol for IFPN referrals, particularly for clients engaged in foreclosure settlement conferences
- Meet with existing and new Network Agencies to provide hands-on guidance in IFPN claims processing and systems for foreclosure prevention counseling
- Assist IHCD in scheduling regional meetings, webinars, conference calls and email newsletters for Network Agencies to receive program updates and inter-agency information and support
- As needed, assist with the development of formal technical assistance materials and/or curriculum for Network Agencies, where it is not being addressed in the other contracted training materials/courses
- Assist IHCD with expanding the number of Network Agencies, certified foreclosure intervention specialists and certified foreclosure prevention counselors in the IFPN
- Work in a professional manner, and coordinate delivery of services as necessary, with the firm that is awarded the Housing Counseling and Training contract from IHCD pursuant to the RFP for Housing Counseling and Training dated January 22, 2010

Requirements for Proposal Response

The application package consists of one (1) original proposal and two (2) copies. THE APPLICATION PACKAGE MUST BE SIGNED. The deadline for accepting applications is 3:00 PM, Eastern Standard Time, on Friday, February 5, 2010. All responses received on or before the deadline will be reviewed for selection. Mail submissions to the following address:

IFPN Manager
Indiana Housing & Community Development Authority
30 S. Meridian Street, Suite 1000
Indianapolis, IN 46204
Attention: IFPN Technical Assistance RFP

A complete response includes the information listed below. Responses received without all of the items will be considered incomplete, and will be withdrawn from consideration.

- 1) Name, address, phone number, fax number, email address, and brief description of firm (1-2 pages).
- 2) Résumés of key personnel to be assigned to this project, highlighting skills, abilities, and knowledge relating to the delivery of the proposed services listed in the “Scope of Work” section (See page 3 of this RFP) (1-3 pages).
- 3) A one (1) page narrative as to firm’s skills, abilities, and knowledge relating to the delivery of the proposed services listed in the “Scope of Work” section (See page 3 of this RFP) (1 page).
- 4) Two (2) or more firm references (1 page).
- 5) Description of services provided to or for IHCDCA within the past five (5) years by firm (1-2 pages).
- 6) Cost of providing services listed in the “Scope of Work” section (See page 3 of this RFP) (1-2 pages).
- 7) Financial statements for previous two (2) years, preferably audited (2-3 pages).

In addition, IHCDCA will evaluate:

- 1) The firm’s performance of processing claims correctly for IHCDCA or similar foreclosure prevention counseling program (such as through NFMC or HUD) for the past five (5) years based on a review of the records of IHCDCA or such similar foreclosure prevention counseling program.
- 2) Whether the firm is an Indiana-based organization, employing primarily residents of Indiana.

Evaluation Criteria

IHCDA will evaluate responses on the following rubric (maximum score of 40 points):

<u>Criteria</u>	<u>Total Possible</u>	<u>Total Awarded</u>	<u>Evaluator's Comments</u>
1. Compliance with all items set forth in the "Requirements for Proposal Response" section	2 points maximum		
2. Skills, abilities, and knowledge of key personnel to be assigned to the project relating to the delivery of the services set forth in the "Scope of Work" section	8 points maximum		
3. Skills, abilities, and knowledge of firm relating to the delivery of the services set forth in the "Scope of Work" section	5 points maximum		
4. Firm's references, financial standing and past record of performance on IHCDA contracts over the past five (5) years	9 points maximum		
5. Firm's performance on correct claim processing for IFPN or similar foreclosure counseling program (such as through NFMC or HUD) for the past five (5) years	9 points maximum		
6. Cost to provide all services set forth in the "Scope of Work" section	5 points maximum		
7. Firm is an Indiana based organization, employing primarily residents of Indiana	2 points maximum		
	40 points maximum		

Timeline

Solicitation and Publication of Request for Proposals	Friday, January 22, 2010
Deadline for Proposal Submission*:	Friday, February 5, 2010 by 3:00pm EST
Execute contract with selected provider**:	March 1, 2010
Contract end date:	February 28, 2011

** Respondents will be notified by mail and/or email stating if they are awarded the contract or not.*

*** PLEASE NOTE: A copy of the IHCD A Contract Boilerplate is attached as Exhibit A to this RFP. By submitting a response to this RFP, respondent acknowledges the acceptance of the IHCD A Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.*

Terms and Conditions

By submitting a response to this RFP, respondent acknowledges and agrees to the following terms and conditions associated with this RFP:

1. IHCDCA expressly reserves the right to modify or withdraw this RFP at any time, whether before or after any responses have been submitted or received.
2. IHCDCA reserves the right to reject and not consider any or all firms that do not meet the requirements of this RFP, including but not limited to: incomplete responses and/or responses offering alternate or non-requested services.
3. IHCDCA reserves the right to reject any or all firms, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
4. A copy of the IHCDCA Contract Boilerplate is attached as Exhibit A to this RFP. By submitting a response to this RFP, respondent acknowledges the acceptance of the IHCDCA Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.
5. In the event the party selected does not enter into the required agreement to carry out the purposes described in this RFP, IHCDCA may withdraw the selection and commence negotiations with another party.
6. In no event shall any obligations of any kind be enforceable against IHCDCA unless and until IHCDCA and respondent enter into a written agreement.
7. Each respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses submitted hereunder or for any costs or expenses incurred during negotiations.
8. By submitting a response to this RFP, each respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this RFP, the selection of a respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
9. IHCDCA reserves the right not to award a contract pursuant to this RFP.

Prior to the submission deadline, please direct all communication regarding the RFP, including questions and requests for additional information, to the following email address: ifpn@ihcda.in.gov. Communication to other IHCDCA email accounts or telephone calls will not be answered, and you will be directed to the ifpn@ihcda.in.gov email address.